

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	1. Agency Position No. NL11369
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0402	
				14. Agency Use	

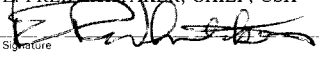
15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	OFFICE AUTOMATION CLERK	GS	326	04	Sp	19 APR 99
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision VARIOUS LOCATIONS
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, INSTRUMENTATION & TRAINING CMD	e. Fifth Subdivision
Signature of Employee (optional)	

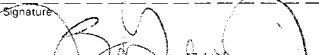
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor FRED WHITAKER, CHIEF, CSH	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 9/19/99	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS FOR OFFICE AUTOMATION SERIES, GS-326;
OPM GRADE EVAL GUIDE FOR OFFICE AUTOMATION

Typed Name and Title of Official Taking Action JAMES B. GODWIN, CHIEF OF STAFF	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature 	
Date 4/18/98	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. The position is responsible for performing office automation and administrative support functions within the organization.

MAJOR DUTIES

Provides office automation support and performs both procedural and substantive clerical work for the organization.

1. Uses word processing and other types of software (spreadsheets, database, graphics, etc.), to process and produce a wide range of documents, some of which require complex formats, in support of the office automation functions. Representative examples include creating, editing, and reformatting reports requiring advanced functions such as those required to generate tables of contents, statistical data with multiple columns, technical directives, correspondence, and lists of exhibits; using database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard or special reports; and using graphics software to provide graphic symbols, charts, and graphs. May transmit, receive, and acknowledge various information such as electronic mail, messages, and time and attendance information. Ensures proper clearance if required, and prints hard copies or routes to other terminals as necessary. Responsible for correct grammar, spelling, capitalization, punctuation, and terminology used in the office. 40%

2. Prepares a variety of reports. Collects data from various source documents, files, records and staff personnel; compiles information including narratives and tabulations, in proper format for presentation; assures correctness, consistency, and completeness. Investigates apparent inconsistencies and discrepancies, checking with originators, reconciling and adjusting irregularities, if possible, and referring those not reconciled to supervisor. Obtains and assembles records, reports,

documents and charts for use in meeting and conferences. Checks form, format, grammar, arrangement, presence and order.

30%

3. May perform one or more of the typical following duties: Receives visitors and telephone calls; refers to proper person or furnishes information requested. Routes, controls, and distributes mail to several points or individuals. Maintains, classifies, and disposes of a variety of files involving numerous subject headings and subheadings. Obtains, compiles, and summarizes statistical data. Composes routine correspondence; prepares charts, graphs, tables, or other similar material. Prepares and/or reviews travel requests, training requests, etc., and maintains associated records. Coordinates travel arrangements through administrative office of the organization.

30%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

LEVEL 1-3 - 350 POINTS

Knowledge of office functions and procedures.

Knowledge of grammar, spelling, punctuation, capitalization, forms, syllabification, a wide variety of formats, and terminology common to the unit for which the work is done.

Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledges and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating related equipment such as printers and modems. A qualified typist is required.

FACTOR 2, SUPERVISORY CONTROLS - LEVEL 2-2 - 125 POINTS

Works under general supervision, performing recurring duties in accordance with established procedures. Receives instructions in new or revised procedures or new assignments. Supervisor is available for advice and assistance. Work is reviewed for adequacy of overall product, accuracy, and conformance with instructions and procedures.

FACTOR 3, GUIDELINES - LEVEL 3-2 - 125 POINTS

Guidelines include detailed operating procedures specified in manuals, instructions and tutorials. Correspondence manuals and regulations pertaining to file maintenance are readily available. Incumbent is responsible for selecting methods and references in order to accomplish assignments. Requires judgment to distinguish between similar guidelines and select the appropriate reference to accomplish the assignment.

FACTOR 4, COMPLEXITY - LEVEL 4-2 - 75 POINTS

Performs a variety of assignments requiring specific formats based on the nature of the subject matter. Creates, revises or edits documents in final form that include, e.g., reports with listings and tables that involve the use of specific processing functions. Assignments may entail the use of one or more types of software such as word processing and database management that allows manipulation of lengthy data entry into a number of different combinations to process various types of documents. Incumbent recognizes when available options to procedures and application of software can be used; selects software suitable to the format required. Processing requires a varying number of sequential steps and procedures to accomplish assignments.

FACTOR 5, SCOPE AND EFFECT - LEVEL 5-1 - 25 POINTS

Performs office automation services that facilitate the work of the originators in the organization.

FACTOR 6 & 7, PERSONAL CONTACTS & PURPOSE OF CONTACTS
LEVEL 6/7a - 30 POINTS

Personal contacts are with employees within the immediate work unit or related units for the purpose of receiving work assignments and instructions, reporting progress or problems, and discussing automation capabilities.

FACTOR 8, PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Work is sedentary in nature. There may be some walking, standing, bending, and carrying light items, such as papers and books.

FACTOR 9, WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

Work is performed in an office setting.

Total Points = 740